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8 June 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Project Equipment (Electric Typewriter)

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REFERENCE : CIA Regulation

1. It is requested that an electric typewriter be procured from Agency stock for use by a newly assigned clerk-typist with the Security component of the Project.

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2. The machine will be used by [redacted] in the offices allocated to us within the Security Office in I Building. Normal accountability for this equipment would reside in the Project and any necessary controls established by the Project Staff would be followed by the undersigned.

3. In accord with the referenced Regulation there are several points of justification within Paragraph 7 including preparation of reproduction stencils, requirement for more than ten copies of each issuance, use of this machine in excess of four hours per day, and an increase in efficiency and production within the Security Unit of the Project.

4. The employee concerned has expressed no preference as to make of such a typewriter; however, elite type is desired. It is requested that this machine be delivered to Room 1050, I Building.

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[redacted]
Project Security Officer

WTL:vod (6 June 56)

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